

Gcwalisile Shangase

1074 Moshoemoshoe Street, Central Jabavu, Soweto 1809

0648065790 | shangasegcwalisile@gmail.com

Objective

Organised and detail-oriented graduate with a Bachelor of Arts in Archive and Record Management and Economics, plus Business Administration Services NQF Level 4. Skilled in record keeping, filing, administration and computer use. Eager to contribute strong organisational and communication skills

Education

- **Amalga Training** 2026
Business Administrative Services NQF L4
Learnership
- **University of South Africa** 2024
Bachelor of Arts
Archive and Records Management and Economics
- **Nhlungwane High school** 2018
Commerce
Grade 12

Skills

- Filing and record keeping
- Time management
- Good communication and interpersonal skills
- Teamwork and collaboration
- Records management and filing
- Computer literacy
- Confidentiality and handling information
- Documents control and organisation
- Administrative support
- Ability to work under pressure

Languages

- IsiZulu
- English

Reference

- **Phumlile Mpungose - Nhlungwane High school**
Teacher
0647771414
- **Ntombi Mhlanga - Hospice Thrift shop**
Manager
0787381754